HUMAN RESOURCES DIRECTOR
NORTH CENTRAL REGIONAL TRANSIT DISTRICT
ESPANOLA, NEW MEXICO
www.ncrtd.org

The North Central Regional Transit District (NCRTD), located in the beautiful Santa Fe/Taos region of northern New Mexico, is seeking a Human Resources Director. The area is known for its high-desert scenic beauty, beautiful mountain ranges, endless recreational opportunities, many cultural offerings, and great cuisine. Santa Fe, Taos, and Los Alamos communities are all within a 20-minute commute from the NCRTD offices.

Qualifications and Experience: The new Human Resources Director will possess a Bachelor's degree in Human Resources Management, Public Administration, or a related field. Four years of progressively responsible work experience creating, implementing, or delivering training and organizational development programs in the field of human resources is required. Experience in compensation, benefit administration, recruitment, performance appraisals, and employee relations in a public or private organization is ideal. The position requires considerable knowledge of management and legal requirements relating to FLSA, FLMA, ADA, EEO, and COBRA.

The preferred candidate will be a human resources professional skilled in the art of leadership and organizational behavior management, with strong communication skills. The Director should also be a champion of customer service and be able to maintain strong relationships across all levels of the organization. Professional certification as PHR or SPHR is preferred.

Compensation: The hiring range for the Human Resources Director position is $67,193 to $100,790**,** DOQ**.** The District offers a generous benefit package that includes, health, dental, vision, vacation and sick leaves, and retirement benefits through state PERA.

Application Process: To be considered for this position, please submit a letter of interest, resume, several references and current salary to:

Gary Suiter
Senior Vice President
The Mercer Group, Inc.
164 Goose Lane
Carbondale, CO
(970) 963-0752
Email: gsuiter@mercergroupinc.com

On-line recruitment brochure is available at District's website (above) or at www.mercergroupinc.com. Electronic submittals are preferred. This position will remain open until filled; however, the first review of applicants will take place on July 25, 2016**.** The NCRTD is an equal opportunity employer.

Human Resources Director

POSITION PROFILE

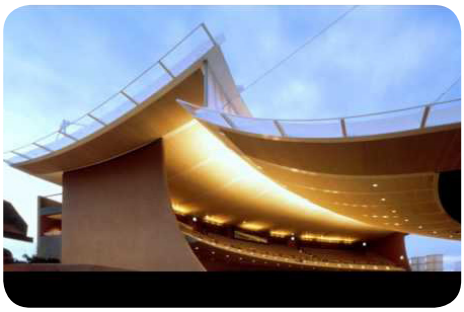
NORTH CENTRAL REGIONAL TRANSIT DISTRICT

NCRTD Vision Statement

The vision of the North Central Regional Transit District is to be the leading rural public transportation organization connecting communities and enhancing cultural, environmental, social, and economic opportunities for the betterment of our region.

The North Central Regional Transit District (NCRTD) was formed in 2004, as New Mexico's first regional transit district and provides transit services within the counties of Los Alamos, Rio Arriba, Santa Fe and Taos, covering a 10,000 square mile area, with an approximate population of 238,843.

The area is strategically located along Interstate 25 and State Highways 64, 84, and 285. This North Central New Mexico area, known for its high desert scenic beauty with amazing colors, is home to two gorgeous mountain ranges and fascinating cultural nuances where residents and visitors enjoy endless recreational activities, art, history and great cuisine. The area is known for the unique landscape that inspired Georgia O'Keeffe's colorful and picturesque paintings and has one of North America's greatest concentrations of active artists and craftspeople. There are more fine art galleries, studios and guild-style cooperatives in the region than in almost any other part of the country.



North Central New Mexico is a four-season recreational paradise offering a wide variety of outdoor pursuits. In warmer months, the area boasts some of the best fly-fishing, mountain biking, rock climbing and horseback riding in the world. Outdoor enthusiasts also enjoy camping, boating, white-water rafting, hiking, wind surfing, swimming, water skiing, soaring and even hot-air ballooning. During the winter months, powdery snow beckons skiers and snow boarders to the resorts of Taos Ski Valley, Ski Santa Fe, Angel Fire Resort, Red River, and many others.

Cultural offerings include a variety of performing art centers, the Santa Fe Opera and a vast number of museums highlighting everything from Spanish Colonial and Native American culture and renowned fine art and folk art, to artifacts dating from the Manhattan Project to major scientific efforts made by Los Alamos National Laboratory. Festivals and events include the International Folk Art Market, Santa Fe Indian/Spanish Market, Albuquerque International Balloon Fiesta, and Española, Santa Fe, and Taos Fiestas.

Housing and employment options in the region are abundant. Santa Fe, Taos and Los Alamos counties are all within a 20-minute commute of the NCRTD offices with public transportation readily available. Home choices range from upscale apartments and condos to single-family homes and ranches with acreage. Median home value in the area is $226,550 and median income ranges from $35,823 to $105,989.

The region is served by five school districts providing quality education to more than 27,000 students including, Santa Fe Public Schools (almost 15,000 students/31 campuses) Española Public Schools (4,422 students/16 campuses), Los Alamos Public Schools (3,395 students/7 campuses), Taos Municipal Schools (over 3,000 students/9 campuses), and Pojoaque Valley School District (1,928 students/5 campuses).

A number of colleges and universities are located nearby including University of New Mexico, Santa Fe University of Art and Design, Highlands University and Northern New Mexico College.

Governance and Organization

The North Central Regional Transit District began providing transit services in 2007, with existing and newly developed offerings. In 2009, a regional transit tax was overwhelmingly approved by voters and generates 70% of the District's revenue, with 20% from federal funding and 5% funded by Los Alamos County. The District contracts with a number of agencies for services, making up 60% of expenditures.

The District is financially stable with an $12.3 million dollar budget. The organization has budgeted for 71 team members and there is a drivers/dispatchers union.

The NCRTD is governed by a 14-member board of directors, including a chairperson. Members serve two-year terms and are elected officials from the cities, counties, and pueblos within the district **including:**

- **City of Santa Fe**
- **Town of Edgewood**
- **City of Española**
- **Town of Taos**
- **Los Alamos County**
- **Taos County**
- **Tesuque Pueblo**
- **Santa Clara Pueblo**
- **Santa Fe County**
- **Nambe Pueblo**
- **Ohkay Owingeh Pueblo**
- **Pojoaque Pueblo**
- **Rio Arriba County**
- **San Ildefonso Pueblo**

The District is recognized as a leader in transit. In October 2014 the NCRTD received the Federal Transit Administration (FTA) Administrators Award for outstanding public service in public transportation. The District has recently adopted its 20 Year Strategic Plan, which will pave the road for all future growth, developemt and expansion of the agency.

In addition, in March 2015 the New Mexico Department of Transportation bestowed upon the NCRTD the award of 2014 non urbanized area System of the Year. Recently, the District was recognized by the Government Finance Officers Association for excellence in Financial Reporting (CAFR).

Anthony Mortillaro has served as the Executive Director of the NCRTD since 2011 and has extensive experience in transit operations. He is responsible for oversight and direction of all activities of the organization. Prior to becoming Executive Director, Mr. Mortillaro served on the NCRTD Board for more than six years and chaired the District's Finance and Personnel committees. Additionally, he has served on the board of the former Los Alamos Bus, and was a team member in Los Alamos County's development of Atomic City Transit. In Washington State, Mr. Mortillaro was involved in the annexation of the City of Blaine into the service area for Whatcom County Transit and served as a member of the transit advisory committee. Currently Mr. Mortillaro is serving his second term as the president of the New Mexico Transit Association.

About the Position

The Human Resources Director is a nearly new position for the District. The chosen candidate will have the opportunity to continue to build the operation from the ground up by creating a full-service human resources department that includes development of comprehensive policies and organizational development initiatives.

The position reports directly to the Executive Director, and is one of four department heads. The new Human Resources Director will be a key part of leading and directing the District.

The District has adopted professional standards that are crucial for embodiment by all levels of the organization. Each NCRTD employee is expected to:

• Remain a professional, balanced, respectful, problem-solver, even under stress or when outside comfort zones.
• Demonstrate trustworthy behavior and speech (personal integrity and professional competence, do what you say you will do, be dependable, be accountable, act as a contributing member of the professional team).
• Show respect for coworkers and customers (be attentive, recognize others' contributions and concerns, maintain the dignity of all people, empathize, honor differences, build rapport when possible and forgiveness where necessary).
• Keep a positive, "can do" attitude toward tasks, coworkers, management, and customers.
• Communicate coherently (listen to understand, speak to be understood, no blaming, ask questions).
• Demonstrate flexibility in the face of changes and new ideas (understand why changes are being made, ask questions about them when necessary, give them a chance and offer feedback where appropriate).
• Be a steward (1) of the organization's resources (avoid waste,suggest cost saving ideas, take care of things by keeping them clean and the area safe); and (2) of personal careers (identify one or two areas of growth, learning, or certification to pursue every year).

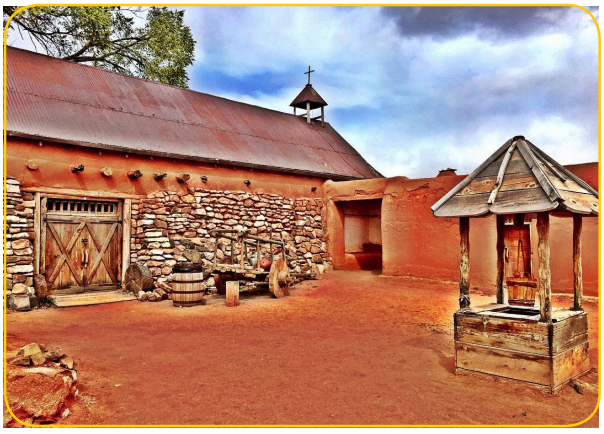
We Value Professional Excellence

NEIGHBORLY
COMMUNICATION
RESPECTFUL
TRUSTWORTHY

Leadership & Innovation

The Human Resources Director will be responsible for several key initiatives for the organization including:

- **Refinement of the District's recruitment and hiring practices in order to enhance and revise the process to one that is competency based on the District's core principles and values and focused on increasing retention.**
- **Implementation of the District's computerized performance assessment system and implementing performance management supervisory training.**
- **Developing human resources performance measures and scoreboard to ensure internal and external alignment with District goals and objectives that gauge program effectiveness.**
- **Review the District's existing human resources program for needed modifications and enhancements.**
- **Maintenance of the EEO plan.**
- **Development of a Safety and Risk Management Program.**
- **Assist in the ongoing implementation of the Service Excellence Program.**
- **Create opportunities for internal leadership and organizational development.**
- **Develop an inclusive outreach program to encompass employees in various District service areas.**
- **Serve as the Districts compliance officer for ADA and Title VI Programs.**
- **Enhancement of the Employee Recognition Program.**
- **Development of an Employee Wellness Program.**



Ideal Candidate

The selected candidate will be a human resources professional skilled in the art of leadership and organizational behavior management, with proven experience in cooperative problem solving using diplomacy and insight. Being adept in making decisions where established procedures may not always exist is a desired attribute. Experience in compensation, benefit administration, recruitment, performance appraisals, and employee relations in a public or private organization is ideal.

The new Human Resources Director should be an exceptional communicator with the ability to establish and maintain effective working relationships with Federal, State, and local government officials, subordinate staff, and the public. Proficiency in maintaining quality work production while dealing with pressures imposed from within and outside the department is crucial. The successful candidate will be an internal champion of customer service, and be able to grow the customer service program through a management philosophy of service excellence.

The ideal candidate will demonstrate an open, approachable and informative communication style and ability to tactfully and compassionately address personnel issues as well as respecting and supporting diversity.

Education & Experience

The successful candidate must have a bachelor's degree in Human Resources Management, Public Administration, or a related field. Four years of progressively responsible work experience creating, implementing, or delivering training and organizational development programs in the field of human resources is required. Professional certification as PHR or SPHR is preferred. The position requires considerable knowledge of Human Resources management theory, methods, practices, and legal requirements relating to FLSA, FLMA, ADA, EEO, COBRA, benefits, recruitment, and compensation.

Compensation and Benefits

NCRTD offers a competitive hiring range of $67,193 to $100,790; placement within this range is dependent upon qualifications. NCRTD participates in the Public Employees Retirement Association of New Mexico. The District provides excellent leave and insurance benefits, including relocation expenses.

This position will remain open until filled, however first review of applicants will take place on July 25, 2016. Finalists will be required to complete a District application available at www.RidetheBlueBus.com.

Application Process

Interested candidates must submit a resume, letter of interest, list of references and current salary and submit to:

Gary Suiter
Senior Vice President
The Mercer Group, Inc.
164 Goose Lane
Carbondale, Co 81623
(970) 963-0752

Email application preferred.
Send to: gsuiter@mercergroupinc.com

The NCRTD is an EEO/AA Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter.

Resources

North Central Regional Transit District
www.ncrtd.org

Española Public Schools
www.k12Espanola.org

Los Alamos Public Schools
www.laschools.net

Pojoaque Valley School District
http://pvs.k12.nm.us

Santa Fe Public Schools
www.sfps.info

Taos Municipal Schools
www.taosschools.org

Chamber of Commerce Websites

www.españolanmchamber.com

www.chamavalley.com/relocation.html

www.losalamoschamber.com

www.santafechamber.com

www.taoschamber.com

NCRTD Mission Statement

The mission of the North Central Regional Transit District is to provide safe, secure and effective public transportation within North Central New Mexico in order to enhance the quality of life of our citizens by providing mobility options and to spur economic opportunity throughout the region.